

Civil Air Patrol
Professional Development Committee
Meeting Minutes
Executive Summary

20 March 2005

MEETING BEGINS: 1905 hours CT

ORDER OF BUSINESS:

Members Present (Call of the Roll):

Col Amy Courter, GLR, Chair
LtCol Peggy Myrick, PCR, Vice Chair
Col John Lehr, NCR
LtCol Robert Cook, RMR
LtCol David Younce, MER
LtCol Eugene Egry, NER
LtCol John Quinn, GLR
Ray Bean, NHQ Advisor
Bobbie Tourville, NHQ Recorder

Members Absent:

Col Rex Glasgow, NCR, Ex-Officio
LtCol Marcia Cramer, MER, Ex-Officio
LtCol Melvin Cassell, SWR
LtCol Alvin Bedgood, SER

Agenda Items:

1. Chair's welcome to the Professional Development Committee.

Col Courter, Chair welcomed everyone to the committee and offered her assistance to all members.

2. Agenda review; changes; additions; deletions.

None offered.

3. Mission statement "The Professional Development Committee is responsible for Aerospace Education, Professional Development, Cadet Programs and the Chaplaincy. The Committee will provide expertise for program development and implementation; review procedures for effectiveness and relevancy, research and recommend viable evaluation processes."

Col Courter, Chair explained the genesis of the mission statement. All agreed with the mission statement.

4. CAP must elevate the prominence of PD at unit level.

The Chair suggested that unit-level PD's philosophy be elevated from a check-box approach to a comprehensive education process, and all agreed in principle. To help accomplish this goal, committee members offered several suggestions, including E-mail bulletins from wing PDOs to units, conference calls, wing and unit-level command emphasis and leadership, and joint PD training.

Additionally, there was discussion about what unit-level PDOs view their job as. The consensus was they view their job less as teachers and mentors, and more as administrators. Mr. Bean, NHQ Advisor, mentioned the Great Start and PDX programs as potential tools to change that mindset.

No decisions were reached.

5. Provide more specific guidance on what a qualified instructor is for all Professional Development courses and how to create and develop a list of current qualified instructors.

Lt Col Cook from RMR developed a supplement to provide guidance for selecting course directors. He will send the supplement to NHQ and be shared with the committee.

6. Clarify instructions in CAPR 50-17 to update the PDR whenever a senior member is entered into a specialty. This is important to verify SLS qualification to register for the course.

While CAPR 50-17 doesn't mandate that a "None" code be input into the PDR when a member enrolls in a specialty track, but has not yet attained a rating, the regulation also states that a member be enrolled in a specialty track before attending SLS. The question was raised about how to ensure that the course director can verify students' specialty track enrollment.

The suggestion was made to clarify CAPR 50-17. The committee, however, did not reach a definitive decision about how to proceed with the suggestion (i.e. develop an agenda item for the NB because it is a Board-level change).

7. Modify Squadron Leadership School (SLS) and/or Corporate Learning Course (CLC) curriculum to include in one of the modules the following: Critical Incident Stress Management (CISM), Homeland Security (HLS), Drug Demand Reduction (DDR), and Core Values.

LtCol Quinn from GLR said he would develop options to make these improvements to SLS and CLC.

He also asked if he could review Squadron Officer School and Region Staff college curriculums to expand on course overlap. The NHQ advisor said he would welcome any suggestions.

8. Review, upgrade, and standardize what is covered in Wing PD websites.

Several suggestions were mentioned, and LtCol Quinn will send a sample link to the group. The Chair suggested this item be continued next call.

9. Make an AFIADL 13 study seminar PowerPoint presentation and an AFIADL 13 Outline and Study Guide in Word downloadable to encourage seminar and individual study.

The NHQ recorder said that Mark Wilkinson from NHQ has been working with a field member who has developed such a presentation. NHQ will review the product for content and once a satisfactory product is completed it will be posted to the Best Practices web site.

10. Include a review of a commander's "worst nightmare" scenarios for Unit Commanders Course (UCC). Scenarios could include: Report of Survey and DRMO policies and procedures, reimbursement for breakdowns of aircraft and vehicles, personal accident and safety reporting, and handling I.G. Grievance and Complaints, hazing and cadet abuse.

Several members of the committee, including the PCR, GLR, and MER representatives were asked by the Chair to send forward scenarios they use locally.

11. Make Student Guides for UCC, SLS, and CLC downloadable to cut printing, handling, and shipping costs.

The NHQ recorder will put link to already available materials in committee meeting minutes.

Link for SLS materials

http://level2.cap.gov/visitors/programs/programs_for_adults/professional_development/resident_courses/squadron_leadership_school.cfm

Link for CLC materials

http://level2.cap.gov/visitors/programs/programs_for_adults/professional_development/resident_courses/corporate_learning_course.cfm

Link to UCC materials

http://level2.cap.gov/visitors/programs/programs_for_adults/professional_development/resident_courses/unit_commanders_course.cfm

12. To assist with mentoring flight officers (ex-cadets or otherwise), develop a statement of how they are similar and different to company grade officers and what circumstances warrant them to be treated differently. This would let the membership know how they fit in.

The Chair stated this will be discussed at the next meeting. She also said that the committee can enlist help from other groups working on the same issues.

13. Open floor

Several items discussed, including an open question about how to document the Level IV speaking requirement (no decision), an invitation to the members by NHQ to write for the quarterly newsletter, and NHQ obtaining permission to send the contact roster to the committee members (granted and sent to members 20 March).

MEETING ENDS: 1957 hours CT